

13 July 1982

MEMORANDUM FOR: Chief, Okinawa Bureau - FBIS

VIA: Acting Inspector General *AX*

FROM:
Chief, Audit Staff

25X1

SUBJECT: Report of Audit of Okinawa Bureau - FBIS
For the Period 1 March 1980 - 31 March 1982

1. Attached is a copy of subject audit report. Please advise me of the action taken on Recommendation #1.

2. The cooperation and assistance furnished our representative were greatly appreciated.

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Attachment:
As stated

Distribution:
Orig. - C/Okinawa Bureau
✓ - FBIS

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WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED

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REPORT OF AUDIT
Okinawa Bureau - FBIS

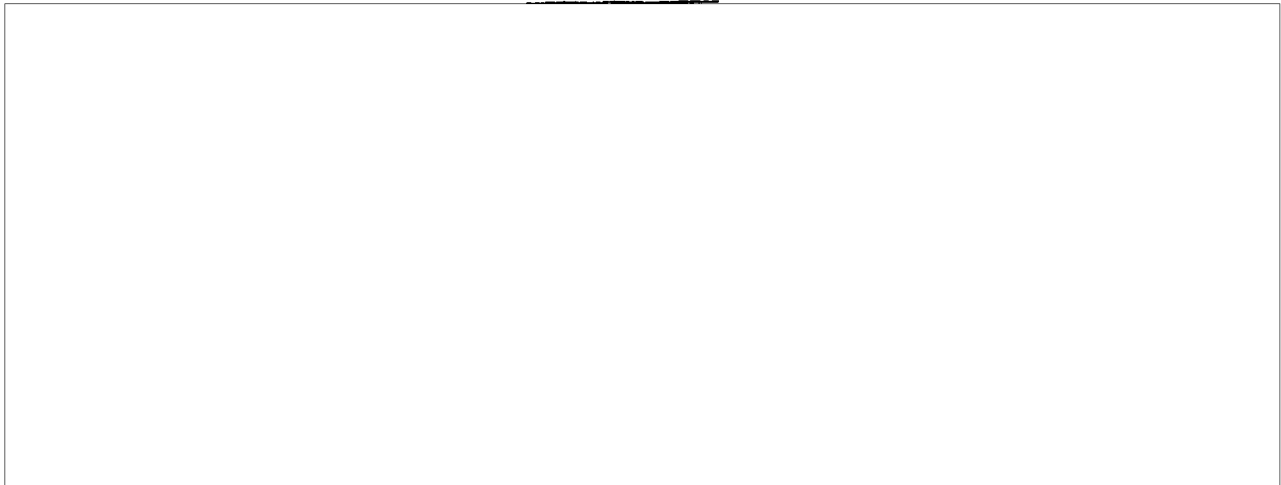
For the Period
1 March 1980 - 31 March 1982

SUMMARY AND SCOPE

1. Administrative controls, procedures and records were generally effective and in conformance with applicable regulations. This report contains two recommendations concerning improvement in control of accountable property records. Minor administrative matters, including the recording of some nonexpendable appliances in the accountable property records, were discussed with responsible officers and resolved during the audit.

2. The audit included a review of administrative functions to evaluate the effectiveness of controls and procedures to assure compliance with applicable regulations. Financial and logistical transactions were tested to determine whether documentation, approvals and certifications were in accordance with appropriate accounting and reporting requirements and to ensure that expenditures were within the scope of authorized activities.

BACKGROUND



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DETAILED COMMENTSAccountable Property

5. The Bureau conducted an inventory during April 1982 and compiled a discrepancy list of seventy-three items of accountable property which were not recorded in the property records. Many of these items had been shipped from Headquarters, but were not recorded because of incomplete pricing information. The Bureau had requested that Headquarters provide this information when the items were originally received, but the response has been inconsistent according to Bureau officers. The property should have been recorded upon receipt consistent with Field Handbook 45-2, which provides for recording property at estimated cost, based on commercial catalogs or local cost appraisal, when the unit price is not known.

Recommendation #1: Record accountable property found during the inventory and record future shipments upon receipt.

Recommendation #2 (For Headquarters action): Provide the Bureau with complete documentation for all accountable property shipped to it.

ROUTING AND TRANSMITTAL SLIP

Date

4AUG82

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DON		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

THE LIST THAT [REDACTED] STATED WAS SENT TO OKIE WAS INFACIT THE TRANSFER OF ACCOUNTABILITY DOCUMENTS FROM ENGINEERING TO OKIE. THESE DOCUMENTS ARE THE OFFICIAL DOCUMENTS REQUIRED TO TRANSFER AND PICK UP ACCOUNTABLE PROPERTY. NO FURTHER ACTION WILL BE REQUIRED BY FBIS AT HQS.

F.Y.I. ONLY 13 ITEMS OF 73 WERE SHIPPED FROM HQS FBIS THAT REQUIRED TRANSFER OF ACCOUNTABILITY. THE REMAINING ITEMS WERE SHIPPED DIRECT FROM LOGISTICS DEPOT AND IT IS STANDARD PROCEDURES TO INCLUDE IN THE SHIPMENT A PACKING LIST WHICH LISTS THE PRICE OF THE ITEM.

OKIE SHOULD GO BACK THRU THE REQ'N FILES AND ASK FOR PRICE LIST OF ALL ITEMS THAT DID NOT RECEIVE PRICE LIST WITH SHIPMENT.
DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone

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		10 Aug 82
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/FBIS	<i>J</i>	<i>10 Aug</i>
2.		
3. <i>C/E&PS - Please have</i>		
4. <i>a short, draft memo response prepared for me - JS</i>		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Looks like we are in a position to answer this along the lines of "Headquarters has provided Okinawa Bureau with the ~~appropriate~~ transfer of accountability documents for ~~accountable~~ property ~~which~~ it has shipped to the bureau." The items shipped by ED were the ones causing Okinawa and the auditor headaches. Protectively we may want to follow up on suggestion that the bureau confirm it has ~~provided~~ the necessary papers for items sent from the Logistics Depot. dcr

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